

City of Rockville, Maryland

Comprehensive

Annual Financial Report

Part I

Introductory Section

Fiscal Year 2002
July 1, 2001 - June 30, 2002

Cover

Location: Croyden Creek Nature Center

Cover Design Credit: Sylvia Hourihan

City of Rockville, Maryland

Comprehensive

Annual Financial Report



Prepared by:
Department of Finance

Donna J. Boxer
Director

Fiscal Year 2002
July 1, 2001 - June 30, 2002

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CITY OF ROCKVILLE, MARYLAND
COMPREHENSIVE ANNUAL FINANCIAL REPORT
JUNE 30, 2002

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CITY OF ROCKVILLE, MARYLAND
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MAYOR

Larry Giammo

COUNCIL MEMBERS

Robert E. Dorsey
Anne M. Robbins

John F. Hall, Jr.
Susan R. Hoffmann

CITY MANAGER

W. Mark Pentz

DIRECTOR OF FINANCE

Donna J. Boxer

CITY CLERK

Claire F. Funkhouser

October 21, 2002



Honorable Mayor and Members of the City Council
City of Rockville, Maryland

This *Comprehensive Annual Financial Report* is issued for the City of Rockville, Maryland, with respect to the fiscal year ending June 30, 2002. The purpose of this report is to provide financial information of importance to the Mayor and Council, the citizens of Rockville, oversight bodies, investors and creditors. This report is also a vehicle for City officials to gauge the extent to which sound financial management and reporting practices are being applied to protect the public interest.

A high priority of the City is to maintain a sound financial condition. We believe that the financial results for the year ended June 30, 2002, reflect our commitment to this objective.

- The City's reserves continue to be healthy. The undesignated General Fund fund balance of \$9,129,175 represents approximately 22 percent of the year's total revenue. The Enterprise Funds had combined unreserved retained earnings of \$33,848,253.
- Excluding the City's budgeted \$4,700,000 pay-as-you-go transfer to the Capital Improvements Fund, the General Fund generated an operating surplus for the 19th consecutive year.

FY 2002 HIGHLIGHTS

- Following the November 2001 election, the Mayor and Council consulted residents and business representatives to develop five goals and 22 action items to be addressed during their term. The five goals are: a vibrant Town Center; better mobility; superior City services; strengthened neighborhoods; and community identity and pride.
- During the year, the City completed actions that established the groundwork for developing a vibrant Town Center. The Mayor and Council adopted the Town Center Master Plan and decided on the location of the new Rockville Regional Library in Town Center, the starting point for all other Town Center development. The intention is to create a Town Center with a combination of retail and office space that will be mixed with residential properties.
- In FY 2002 the City established a plan to protect pedestrians, including aggressive enforcement of existing traffic laws. The City erected highly visible signs at busy intersections to make drivers aware of pedestrians, and worked with the transportation departments of the State of Maryland and Montgomery County to make other safety improvements.
- At the Tower Oaks development in the southwestern section of the City, the Tower Companies' 275,000-square-foot building on Wootton Parkway was completed. Boston Properties completed an 185,000-square-foot building along Preserve Parkway and a 19,000-square-foot Clyde's restaurant was nearing completion at year end. In addition, 2 Irvington Center at King Farm (158,000 square feet), 11 North Washington Street (101,000 square feet) and 1 Research Court (116,000 square feet) were completed during FY 2002.
- During the fiscal year, approximately 525 residential dwelling units of all types were completed at King Farm and Fallsgrove.
- A new Giant supermarket on Hungerford Drive was completed during the fiscal year, along with additional stores in the King Farm Village Center. The Village Center at Fallsgrove was under construction at year end.
- The following office development was under construction at year end: 111 Rockville Pike/Foulger Pratt's Metro Plaza (220,000 square feet); 2099 Gaither Road (129,461 square feet); 3 Irvington Center at King Farm (244,000 square feet); 1600 Research Boulevard (71,700 square feet); and an office building in the Fallsgrove Village Center (75,000 square feet).
- In FY 2002 the City purchased and installed a new telephone system for all City facilities, replacing systems about 12 years old. In addition, a fiber optic network connecting all major City facilities was activated. This high-speed, high-capacity network will provide greater convenience to both staff and citizens. In addition, Rock Enroll, the City's automated registration program for recreation programs was inaugurated in early FY 2002.



- The City dedicated the Croydon Creek Nature Center in FY 2002, which features exhibits and informative programs to help visitors understand the importance of "thinking globally and acting locally." The Nature Center has attracted more than 2,000 visitors per month.
- Rockville continued to work on projects that will link bike paths around the City. The first portion of the Millennium Trail was completed in early FY 2002. At year end, approximately 58 percent of the Bikeway Master Plan was complete. The City received a TEA-21 award from the Maryland State Highway Administration for construction of a separate bicycle and pedestrian bridge that will parallel Maryland Route 28 and span I-270.
- The City prepared a multi-year Fiscal Impact Analysis during FY 2002, based on a model developed by Tischler and Associates. The purpose of this analysis is to allow the City to plan for the future capital, personnel, operating and service needs of City government in light of the community's expected residential and commercial growth. The analysis was based on an estimated population growth of between 24 and 35 percent and an increase of between 56 and 74 percent in the number of jobs over the period FY 2002 through FY 2014.

AWARDS

- **Certificate of Achievement for Excellence in Financial Reporting.** Government Finance Officers Association of the United States and Canada presented this award to Rockville's Department of Finance for the 12th consecutive year for its comprehensive annual financial report.
- **Commuter Choice Employer.** Rockville joined the U.S. Environmental Protection Agency and the U.S. Department of Transportation as a partner in the Commuter Choice Leadership initiative. Presented by United Way of the National Capital Area for outstanding employee support.
- **Distinguished Budget Presentation Award and Special Capital Recognition.** Government Finance Officers Association of the United States and Canada cited Rockville's Department of Finance for publishing a budget document that meets criteria as a policy document, as an operations guide, as a financial plan, and as a communications device for the 11th consecutive year. The Special Capital Recognition indicates an outstanding rating by peer reviewers for the City's Capital Improvements Program.
- **Green Star Award.** Presented to Rockville's Department of Recreation and Parks by the Parks and Grounds Management Society. In recognition of excellence in landscape management at Courthouse Square Park.
- **Historic Preservation Award.** Presented to Rockville by Peerless Rockville Historic Preservation "for its work in the past year promoting community vitality through the design and use of public spaces, specifically the Lincoln Park and Elwood Smith community centers and the Cottage at Glenview."
- **National Excellence in Government Programming in Overview of City Government Category.** Second place award given to The Rockville Channel by the National Association of Telecommunications Officers and Advisors (NATOA) for "Responsive & Responsible Rockville City Government."
- **National Commendation Award.** Daughters of the American Revolution presented to two police officers for their rescue of a man from the Potomac River and rapids.
- **Telework Award.** Metropolitan Washington Council of Governments Commuter Connections Employer Recognition Awards honored Rockville for its employee Telework program, which was cited as a "model to which Commuter Connections hopes other companies will aspire."
- **Tree City USA Award.** Rockville was named for the 13th time by the National Arbor Day Foundation for its dedication to preserving and planting trees throughout the City.

Rockville's long standing tradition of commitment to providing premium services at affordable costs should ensure that the City continues to be viewed as a desirable residential and corporate home. The collaborative heritage, which the community has fostered, will ensure that all relevant resources are drawn upon in developing human visions for a 21st century urban environment.

Respectfully submitted,


W. Mark Pentz
City Manager



October 21, 2002

Honorable Mayor and Members of City Council
City of Rockville, Maryland

The City's Department of Finance is pleased to submit this *Comprehensive Annual Financial Report (CAFR)* covering all fund and financial transactions for the fiscal year ended June 30, 2002. The CAFR is designed to meet the requirements of accounting principles generally accepted in the United State of America and comply with applicable statutes and regulations pertaining to the presentation of financial information. More importantly, however, the CAFR is designed to be a vehicle to assist in decision-making by individuals and groups with legitimate interests in the financial affairs of the City government. Responsibility for both the accuracy of the data and the completeness and fairness of the presentation, including all disclosures, rests with the City government. To the best of our knowledge, the data in this report is accurate in all material respects and is reported in a manner designed to fairly present the financial position and results of the City government's financial operations. The explanatory remarks provided in this transmittal letter, as well as the city manager's letter, are designed to place the vast array of figures presented in this report in a digestible perspective. In addition, the statistical section provides insight into 10-year trends affecting the financial condition of the City government and the soundness of the economy of the overall Rockville community. Wherever possible, an attempt has been made to present information in a format reflecting current prevailing national standards. This facilitates the process of comparing our community to others.

The CAFR is presented in three sections: introductory, financial, and statistical. The introductory section includes the city manager's transmittal letter, this transmittal letter, the City's organizational chart, and a list of principal officials. The financial section includes the general purpose financial statements and the combining, individual fund, and account group financial statements and schedules. The statistical section highlights representative financial and demographic information, generally presented on a multi-year basis.

THE CITY

Rockville is a city sharing local government taxing authority with Montgomery County, Maryland. Rockville derives its governing authority from a charter granted by the General Assembly of Maryland. The City operates under the council-manager form of government. The governing body is the Mayor and Council, which formulates policies for the administration of the City. The Mayor and Council are comprised of a mayor and four council members, elected at large for a two-year term. The mayor is chosen on a separate ballot. The city manager is appointed by the Mayor and Council to serve as the City's chief executive officer, and has appointive and removal authority over department heads and other employees. The city manager is responsible for the implementation of policies established by the Mayor and Council.

The City provides a wide range of services encompassing public works, public safety, housing and human services programs, recreation, transportation, planning, and community development. Montgomery County provides schools, libraries, social services, and fire protection. All funds and account groups pertaining to the City's operations are included in this report. Financial operations of the Rockville Housing Enterprises are not included in this report because this organization does not meet the established criteria for inclusion in the reporting entity.



REVENUE AND EXPENDITURES

Revenue for general governmental functions (General, Special Revenue, Debt Service, and Capital Projects Funds) increased by 1.0 percent in fiscal year 2002. General governmental revenue is summarized by source for fiscal years 2002 and 2001 in the table below:

<u>Revenue Source</u>	<u>2002</u>	<u>2001</u>	<u>% Increase (Decrease)</u>
Property taxes and assessments	\$20,849,295	\$18,875,249	10.5
Revenue from county, state, and federal governments	14,402,666	14,368,164	0.2
Licenses and permits	2,095,586	1,928,888	8.6
Charges for services	5,188,069	5,566,185	(6.8)
Use of money and property	918,605	1,445,709	(36.5)
Fines and forfeitures	8,443	10,858	(22.2)
Other revenue	<u>1,830,227</u>	<u>2,634,539</u>	(30.5)
Total revenue	<u>\$45,292,891</u>	<u>\$44,829,592</u>	1.0

Property taxes (including assessments) accounted for 46.0 percent of total governmental revenue in fiscal year 2002, up from 42.1 percent a year earlier. Total revenue from this source increased by \$1,974,046.

Revenue from county, state and federal governments remained the same when comparing the two fiscal periods.

The increase in licenses and permits revenue reflects the development of King Farm.

The decrease in charges for services was due to a one-time receipt of \$440,000 from a developer, which was for principal due on a promissory note paid to the City in fiscal year 2001.

The decline in national interest rates prompted a large decline in interest revenue. The City's average rate of return went from 6.28 percent in fiscal year 2001 to 2.83 percent in fiscal year 2002.

The other revenue decrease was due to a one-time receipt of \$696,706 from a developer for principal and interest due on a promissory note paid to the City in fiscal year 2001.



Expenditures for general governmental purposes (General, Special Revenue, Debt Service, and Capital Projects Funds) amounted to \$49,909,270, in fiscal year 2002, up 14.7 percent from the 2001 level. The increase was primarily due to capital expenditures incurred for the citywide bicycle route system, public parks, and senior center acquisition.

<u>Function</u>	<u>2002</u>	<u>2001</u>	<u>% Increase (Decrease)</u>
General government	\$ 8,088,243	\$ 7,248,426	11.6
Community development block grant	385,644	435,289	(11.4)
Community development	1,245,124	1,082,598	15.0
Community services	1,860,031	1,396,565	33.2
Public safety	5,900,807	5,791,473	1.9
Public works	4,604,088	4,459,354	3.2
Recreation and parks	12,031,089	11,139,836	8.0
Nondepartmental	1,595,732	1,518,305	5.1
Capital outlays	10,960,322	6,544,678	67.5
Debt service	<u>3,238,190</u>	<u>3,886,011</u>	(16.7)
Total expenditures	<u>\$49,909,270</u>	<u>\$43,502,535</u>	14.7

SPECIFIC FUND HIGHLIGHTS

General Fund

The General Fund is the principal fund of the City and is used to account for all activities of the City not included in other funds. The General Fund accounts for the normal recurring activities of the City.

In fiscal year 2002, the General Fund recognized revenue totaling \$42,273,244, versus expenditures, other financing uses, and an equity transfer of \$44,449,191, thus resulting in an operating deficit of \$2,175,947.

Special Revenue Funds

Three different special revenue funds are accounted for in this report: the Community Development Block Grant (CDBG) Fund, the Property Management Fund, and the Special Activities Fund. The CDBG Fund expended \$385,644 on eligible programs. The Property Management Fund had a surplus of \$10,418 to close the year with a fund balance of \$135,642. The Special Activities Fund accounts for various community activities throughout Rockville and had a combined surplus of \$75,569 to close the year with a fund balance of \$441,066.

Debt Service Fund

Expenditures for the payment of principal and interest due on bonds, other than those supported by Enterprise Fund revenue, totaled \$3,238,190 in fiscal year 2002. The decrease in total expenditures from fiscal year 2001 to fiscal year 2002 amounted to \$647,821.



Capital Projects Funds

This fund is used to account for general capital construction including streets, parks, and public buildings.

The Capital Projects Fund received revenue of \$1,720,630 in 2002, along with pay-as-you-go funding of \$4,700,000 from the General Fund and proceeds in the amount of \$2,545,876 from the sale of general obligation bonds. Project expenditures of \$10,960,322 were incurred, and a deficit fund balance of \$3,260,831 existed at year-end.

Enterprise Funds - Utilities

The Water Facility Fund generated revenue of \$4,189,481 and expenses of \$4,176,820 in fiscal year 2002, resulting in a net income of \$12,661. Retained earnings amounted to \$8,645,867 at year end. A net loss was planned for this fund.

The Sanitary Sewer Fund earned a net income of \$1,608,991 in 2002. Revenues totaled \$5,608,110, expenses were \$3,999,119, and year end retained earnings amounted to \$15,634,336.

The Refuse Fund generated a net loss of \$774,150. Retained earnings at June 30, 2002, amounted to \$2,025,327. A net loss was planned for this fund.

The Storm Water Management Fund earned a net income of \$1,111,927 based on revenue of \$1,798,929 and expenses of \$687,002.

Enterprise Funds - Parking Fund

The Parking Fund earned a net income of \$103,029 based on revenue of \$301,609, expenses of \$198,580, and year-end retained earnings amounted to \$663,109.

Enterprise Funds - RedGate Golf Course

The golf course generated revenue of \$1,164,525 and incurred expenses of \$1,369,296, closing the year with retained earnings of \$1,280,239.

Pension Funds

The City of Rockville Public Employee Retirement System is part of the City reporting entity. Additions from contributions and interest were \$2,400,276 in fiscal year 2002, and plan deductions were \$2,875,731, as net assets available for plan benefits decreased to \$47,623,821.



REVENUE AND EXPENDITURE, CAPITAL FINANCING AND DEBT MANAGEMENT POLICIES

The City has long recognized the importance of proper long-range planning in order to meet capital improvement needs as they arise without experiencing dramatic fluctuations in debt service costs. To articulate this commitment the Mayor and Council adopted the following set of 18 revised fiscal policies in Fiscal Year 1998:

Revenue and Expenditure Policies:

1. The City will strive to adopt an annual General Fund budget in which expenditures, net of pay-as-you-go capital project contributions, do not exceed projected revenues.
2. A five-year projection of revenues and expenditures for the General, Enterprise, and Debt Service Funds is prepared each fiscal year to provide strategic perspective to each annual budget process.
3. On an annual basis the City will set fees and rates for the Enterprise Funds at levels which fully cover total direct and indirect operating costs, and all capital outlay and debt service, except where the City is not the sole provider of the service and competitive rates must be taken into consideration. In these instances, fees and rates must at least cover all direct and indirect operating expenses.

Capital Financing and Debt Management Policies:

1. Long-term borrowing will not be used to finance current operations or normal maintenance.
2. All debt issued, including by lease-purchase methods, will be repaid within a period not to exceed the expected useful lives of the improvements financed by the debt.
3. The City will not issue tax or revenue anticipation notes.
4. The City will strive to maintain a high reliance on pay-as-you-go financing for its capital improvements.
5. The City will maintain its net tax-supported debt at a level not to exceed 0.8 percent of the assessed valuation of taxable property within the City.
6. The City will strive to ensure that its net tax-supported debt per capita does not exceed \$700. The City will strive to ensure that the combined total of its direct net bonded debt and its attributed share of overlapping debt issued by Montgomery County does not exceed \$2,000 per capita.
7. The City will strive to ensure that its net tax-supported debt per capita as a percentage of federal adjusted gross income does not exceed two and one-half percent.
8. The City will maintain its annual net tax-supported debt service costs at a level less than 15 percent of the combined expenditure budgets (net of interfund transfers) for the General, Special Revenue, and Debt Service Funds.
9. The City will maintain unreserved undesignated General Fund fund balance at a level not less than 15 percent of annual General Fund revenue. The reduction of the fund balance from its current required level of 25 percent will take place in annual increments of 5 percent, as provided for in the City's Strategic Plan. The reduction of fund balance dollars will be used for pay-as-you-go financing for capital improvements or for other one-time capital items. The purpose of this unreserved balance is to alleviate significant unanticipated budget shortfalls and to ensure the orderly provision of services to residents. Use of these funds below the required level must be approved by specific action of the Mayor and Council.



10. To the extent that unreserved General Fund fund balance exceeds the target, the City will draw upon the fund balance to provide pay-as-you-go financing for capital projects or for other one-time capital items.
11. Annually, a six-year CIP plan will be developed analyzing all anticipated capital expenditures by year and identifying associated funding sources. The plan also will contain projections of how the City will perform over the six-year period in relation to the fiscal policies that refer to debt ratios.
12. The first year of the six-year Capital Improvements Program (CIP) and any unspent funds from prior years will be appropriated as part of the annual budget process. The CIP will be appropriated by fund. At least semi-annually, the City Manager will notify the Council of any transfers between projects within a fund.
13. The City will maintain a Capital Projects Monitoring Committee composed of City staff which will meet not less than once every six months to review the progress on all outstanding projects as well as to revise spending projections.
14. If new project appropriation needs are identified at an interim period during the fiscal year, at the Fund level, the appropriations ordinance will be utilized to provide formal budgetary authority for the increase. Any significant impact resulting from the change on the overall CIP and on the debt ratios will be indicated at that time.
15. Each year a closing resolution will be submitted to the Mayor and Council to obtain formal authorization to close completed capital projects; the unexpended appropriations for these projects will be returned to the Fund from which the appropriations were made.

The City's performance against key quantitative measures specified within the fiscal policies is as follows:

Key Financial Ratios Compared to Policy Targets
Historical Performance

	<u>Policy Targets</u>	<u>As of June 30, 2002</u>	<u>As of June 30, 2001</u>	<u>As of June 30, 2000</u>	<u>As of June 30, 1999</u>
Adjusted Net Bonded Debt as a Percentage of Assessed Value	2.0%/0.8% ¹	0.2% ¹	0.7%	0.8%	0.9%
Adjusted Net Bonded Debt per Capita	\$700	\$304	\$330	\$348	\$380
Adjusted Net Bonded Debt per Capita as a Percentage of Per Capita Income	2.5%	1.0%	1.1%	1.4%	1.5%
Net Bonded Debt Service Costs as a Percentage Of Expenditures for the General, Special Revenue, and Debt Service Funds	15.0%	7.7%	9.3%	10.4%	10.7%
Unreserved undesignated General Fund fund balance as a Percentage of General Fund revenue	15.0%	21.6%	23.1%	19.3%	26.3%

The policy targets were all met.

¹ As the result of a change to state law, all real property will be assessed at 100 percent of value, rather than 40 percent for the tax year beginning July 1, 2001.



Along with the operating budget, the city manager submits a Capital Improvement Plan each year to the Mayor and Council. This document provides for improvements to the City's public facilities for the ensuing fiscal year and five years thereafter. The first year of the plan establishes a capital budget for the new fiscal year. The remaining five years serve as a guide for use in determining probable future debt issuance needs. Capital improvement expenditures are accounted for in the Capital Projects Fund and are funded by the General Fund (current appropriations), general obligation debt, developer contributions, and Enterprise Fund contributions. The City's Capital Improvement Program for fiscal years 2003 through 2008 calls for expenditures amounting to \$152.8 million.

The City's most recent bond ratings are shown below:

Moodys Investors Service

Aa1

Standard & Poor's

AA+

The City's total long-term debt, excluding a \$1,562,341 accrual to reflect obligations for compensated absences, amounted to \$28,508,286 at June 30, 2002. Net debt outstanding for general obligation bonds was \$16,771,487. Overlapping debt issued by Montgomery County and attributable to the citizens and businesses of Rockville amounted to \$94,595,275.

CASH MANAGEMENT

The City believes strongly in making the best possible use of idle cash resources. Essentially, all cash (other than that in the pension fund) is pooled into one operating account. Maturity mixes in investment portfolios are staggered to assure that funds are available as needed to meet disbursement requirements as well as to take advantage of market fluctuations in order to maximize financial return within the parameters of acceptable risk. Interest earned by the City's general investment portfolio totaled \$963,702 for an average rate of return of 2.83 percent. The average daily investment portfolio was \$34,079,448. The Principal Mutual Life Insurance Company manages the pension fund assets, which lost \$33,961 in fiscal year 2002.

To further enhance its cash management program, the City maintains a comprehensive banking services agreement with SunTrust Bank, Maryland. Services provided include a concentration account for automatic investment of idle funds, zero balance and controlled disbursement accounts, wire transfer services, fully automated account reconciliations, and automated lockbox operations (payment processing for utility bills). The concentration of accounts enables the City to fulfill its policy objective of ensuring that all deposits are collateralized or insured.



RISK MANAGEMENT

The City is a member of the Montgomery County self-insurance plan. The City is insured for comprehensive general liability, including errors and omissions, comprehensive auto liability, property damage for the vehicular fleet, fidelity bond coverage, and worker's compensation, up to \$6 million on a per claim basis, with an aggregate deductible plan of \$6 million per year.

BUDGETING AND ACCOUNTING

The City Charter requires the city manager to submit a budget to the Mayor and Council at least one month before the beginning of each fiscal year. In addition to the operating budget, a six-year capital improvements plan is presented for the Council's review. Each department and agency prepares its own budget request for the city manager's review. The Mayor and Council schedules and publishes advance notices of public hearings. The budget is approved in the form of an appropriations ordinance. During the year, the city manager has authority to transfer budgeted amounts between departments within any fund, but changes in the total appropriation level for a given fund can be enacted only by the Mayor and Council through a budget amendment ordinance.

As a management policy, budgetary control is maintained in the General, Special Revenue, and Enterprise funds at the character level within departments by the encumbrance of estimated purchase amounts prior to the release of purchase orders to vendors. Purchase orders, which result in overruns of balances, are not processed until sufficient appropriations are made available. In the Capital Projects Fund, similar procedures are followed, but the level of control is at the project level. For all other funds, appropriation control is at the fund level.

The City places continued emphasis on maintenance of an accounting system, which provides strong internal controls. Internal accounting controls are designed to provide reasonable, but not absolute, assurance regarding (1) the safeguarding of assets against loss from unauthorized use or disposition, and (2) the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that: (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the evaluation of costs and benefits requires estimates and judgments by management. The internal controls in place in the City are subject to periodic review by management officials.

INDEPENDENT AUDIT

The City Charter specifies that the financial statements must be audited annually by a Certified Public Accountant. The auditor is required to audit all funds and account groups of the City in accordance with auditing standards generally accepted in the United States of America.

The City has contracted with the firm of McGladrey & Pullen, LLP to perform audit services. Their report is presented on page 19.



CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Rockville for its comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2001. This was the twelfth consecutive year that the government has achieved this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current comprehensive annual financial report continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate.

ACKNOWLEDGEMENTS

This report could not have been prepared without the dedicated cooperation of the entire staff of the Finance Department. Special recognition is extended to Fran Jablonski, Tim Peifer, Debbie Peoples, Jen Frank, Whitney Coleman, Nancy Zombolas, and Carlton Barclay for the sense of commitment they displayed throughout the preparation process. We also would like to express our appreciation to the Mayor and Council for their interest and support in planning and carrying out the City's financial operations in a responsible, progressive fashion.

CONCLUSION

The City of Rockville is resolved to meet the challenges of our times and demonstrate resourceful means of fulfilling our mission to our citizens while preserving our sound financial condition.

Respectfully submitted,

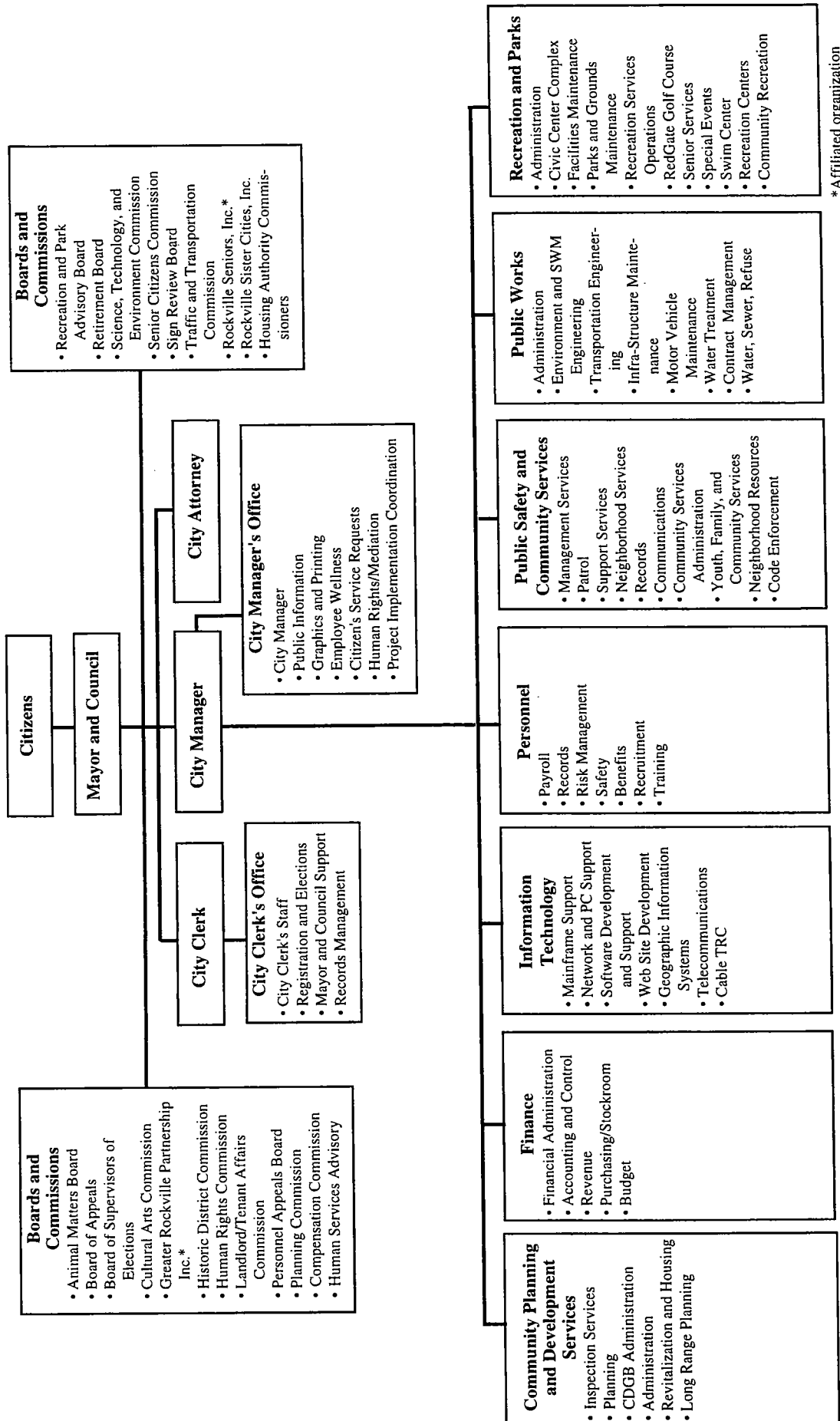
A handwritten signature in dark ink, appearing to read "D. Boxer".

Donna J. Boxer
Director of Finance

A handwritten signature in dark ink, appearing to read "David B. Rowland".

David B. Rowland
Controller

City of Rockville Organizational Chart November 2002



* Affiliated organization